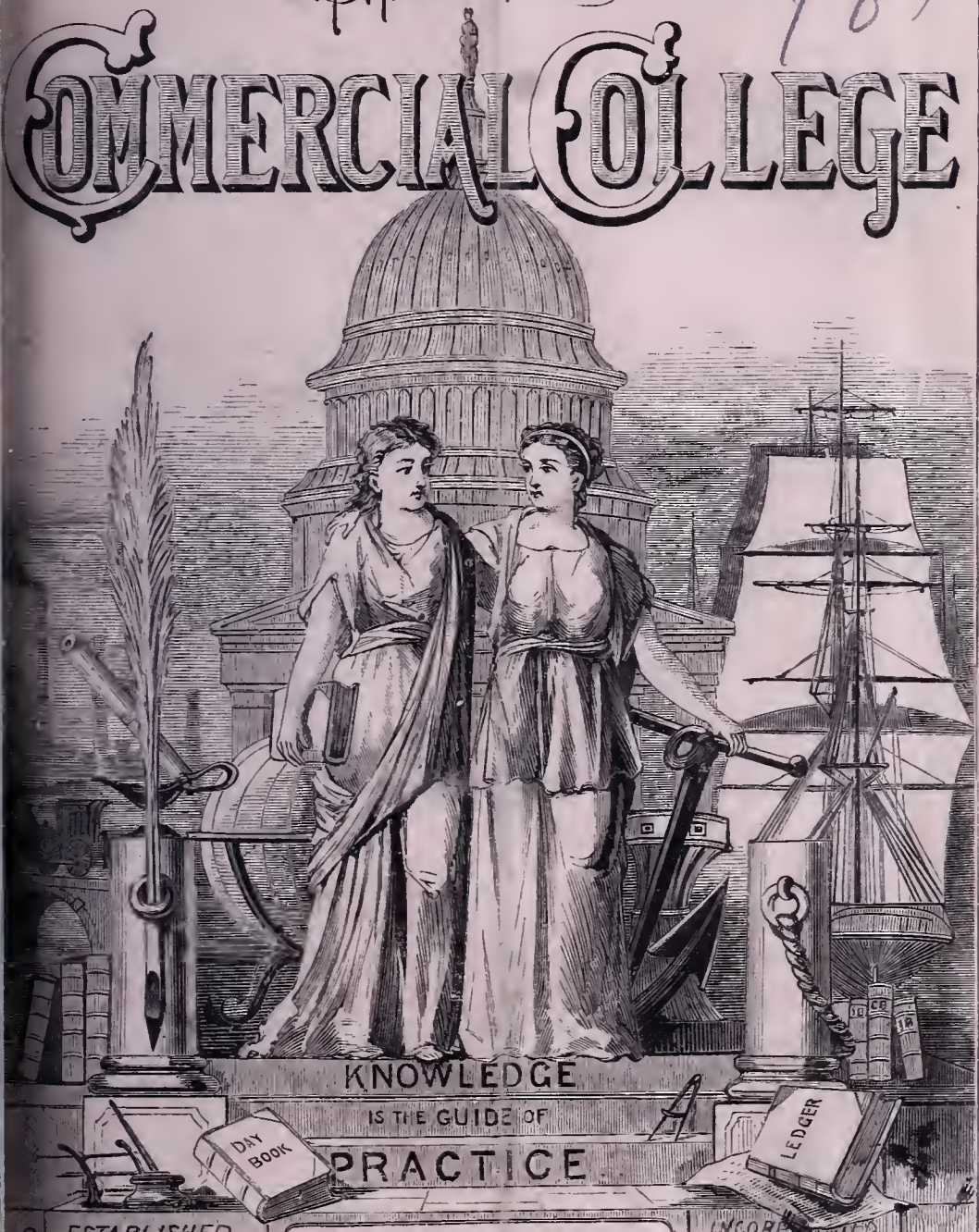
CRITTENDEN'S
(Philadelphia)
COMMERCIAL COLLEGE



ESTABLISHED 1844

N. E. Cor. 12th & Chestnut Sts.

INCORPORATED 1855

Special Notice

TO

Former Graduates of the College,

AND TO

BUSINESS MEN GENERALLY.

Owing to our extensive acquaintance among the business community, we have had the gratification in times past of obtaining eligible situations for many of the students and graduates of this Institution.

In order to enable us to do the same thing more extensively in the future, (as well as to satisfy a desire to know more of those with whom we have been so pleasantly associated in the past,) we would ask:

First. That *all former students and graduates* of the College will be kind enough to enclose to us their present address; whether engaged in business for themselves, holding situations in the employ of others, or out of employment.

Second. That *all business men* who may need assistants will also send us their address, with specifications of the needful qualifications to fill the vacant position.

A Register of such applications will be kept, and the vacancy filled with alacrity, and *without charge.*

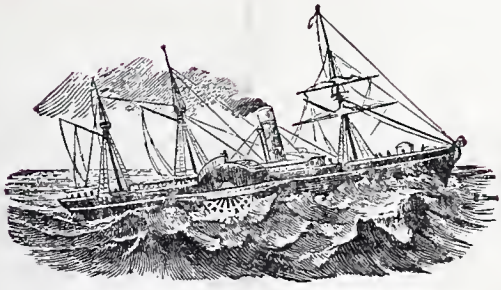
Address the Principal of the College, or

S. H. CRITTENDEN & CO.

CRITTENDEN'S

PHILADELPHIA

COMMERCIAL COLLEGE,



North-East Corner of Twelfth and Chestnut Sts.

PHILADELPHIA.

ESTABLISHED 1844. *INCORPORATED 1855.*

PHILADELPHIA:
CULBERTSON & BACHE, N. E. COR. EIGHTH AND JAYNE STS.
1872.

Business Education.

Education should be regarded as capital invested for the future, from which a profit may be derived in subsequent life. It will pay an annual income without expense for insurance, repairs, or taxes. Riches have wings, a good education is a more lasting resource.

If you can cultivate to perfection some art by which you can gain an independent livelihood, do it, whether there is a necessity for it or not; do it quietly if you will, but do it. There is no telling when, or under what circumstances you may need it.

In a free country like ours, when so much work is to be done, no one need be idle, hungry or disreputable, who is able to work. We say, then, parents give your boys a good business education if you would insure their success in life, and guard them against vice and degradation. —*Mann.*

That man is but a lower part of the world that is not brought up to business and affairs.- *Owen Feltham.*

Young man, qualify yourself for business! The professions are full and the age demands it. Educate yourself for business! A business man for the farm, the counting-room and commercial pursuits, and you will succeed now and hereafter.—*Henry Clay.*

A counting-house education will be of advantage to every man, whatever his future occupation may be. To farmers it will teach business habits and attention to accounts, which will give them increased interest and success. To the mechanic it will teach order, system, management, the practical value of book-keeping, and remedy many of his deficiencies. To the professional man it will afford a clearer insight into the practical operations of business affairs, and give him facilities in obtaining practice.—*Edwin T. Freedley.*

This is the day of the merchant. Trade summons from the quarry the choicest marble and granite to build capacious warehouses which surpass the baronial castle, and sales-rooms which outdo the ducal palace. Every day the ideal of the true merchant increases in dignity and attraction. As a class, the merchants are the most wealthy men of our country; in social intercourse they are among the most refined. They mingle with those who are highest in intellectual standing and official position. There is no place in society, no post in the government from which the merchant is excluded. He should fill his sphere with a consciousness of its dignity and importance, and should qualify himself by an assiduous and liberal cultivation for its various duties and responsibilities.

Board of Trustees.

J. B. COMLY,	*Vice Pres't. Penn National Bank.*
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JOHN SIBLEY,	531 *Market Street.*
THOMAS R. MARIS,	*President American Insurance Co.*

Faculty.

JOHN GROESBECK, Principal,
Consulting Accountant, and
Author of the Crittenden Commercial Arithmetic and Business Manual,
COMMERCIAL SCIENCE.

JAMES L. MONTGOMERY,
BUSINESS PENMANSHIP.

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BOOK-KEEPING AND BUSINESS PRACTICE.

JAMES D. BLACK,
BOOK-KEEPING AND COMMERCIAL CALCULATIONS.

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A MEMBER OF THE PHILADELPHIA BAR,
LECTURER ON COMMERCIAL LAW.

ALEXANDER LOOS,
GERMAN LANGUAGE.

A. DELACOURT,
FRENCH LANGUACE.

S. M. STILES,
PHONOGRAPHY AND VERBATIM REPORTING.

Introductory.

Commercial Colleges supply a want that is not met by any other institutions in existence. It is no uncommon thing to hear men lament their ignorance of business affairs, and their lack of early opportunities for remedying such deficiencies. The special preparation needed by business men is extensive and thorough, and cannot be acquired in the usual school or college course of study, any more than can that of the physician, lawyer or artisan. The want of business experience and information among teachers, the absence of the requisite appliances, and the exactions of an already extended list of studies, have rendered all attempts to engraft a commercial course on the customary systems of instruction imperfect and unsatisfactory. It is found impossible to give that full and accurate explanation and training, and that careful attention to details and methods of practice, which are absolutely indispensable to make the knowledge imparted of any service in actual transactions.

At the present time, the demand for business ability is greater than ever. Our country is rapidly developing, and the future offers rich prizes to those who are competent to grasp them. There are splendid opportunities and abundant resources, but the skill is not at hand to render them productive. Multitudes, of good general education, find nothing to do, or remain in inferior positions, for want of qualifications, which frequently a few months of faithful study would give them. Of the numerous applicants who answer advertisements, or otherwise apply for situations in business houses, nine out of ten have no special fitness for anything whatever; and most pursuits demand special skill, which can be obtained only by an appropriate course of training or study. This is why some obtain several thousand dollars a year, while others of otherwise equal attainments, eke out a bare subsistence.

The young and the inexperienced are seldom aware of the benefits and importance of understanding thoroughly, everything connected with the calling in which they expect to engage. A young man who enters a shop, manufactory, or counting-house, without a special preparation, is of little value there, and must spend some time in subordinate positions, and be subjected to many annoyances, from which better qualifications would have exempted him. He has also the double burden of attempting to learn, and to do, at the same time. In many houses, a young man, unless particularly favored, has no opportunity to become familiar with any department, except that in which he is employed. Men in business dislike the trouble and loss of time required to teach assistants; and they will not entrust their affairs to unskillful ones, whose errors would cost more than tuition fees. In this institution constant instruction is

given by able and attentive teachers, who fully explain and illustrate the different subjects of study, and who carefully direct the efforts of the student, so as to advance him as rapidly as possible. Many merchants have said, that the advantages of an institution such as this, would have been worth to them several years of their previous experience.

It is not the purpose and scope of a commercial education, to fit young men merely for clerkships. While this is important, and while we procure situations for large numbers of our students, our object is to make competent men, capable of conducting business successfully; so that clerks shall become employers, and employers manage their affairs, in the most skillful and profitable manner. The accomplished business man, needs something more than a training in details and mechanical duties. Practice is essential to perfection, but the follower of mere routine, will be limited in the range of his plans and resources, and easily bewildered by emergencies, while he who has the guidance of principles, knows at once what should be done, and acts promptly and with confidence.

The College was founded in 1844, and has been attended by thousands of students, not only from this, but from other countries. The practical value of its course of instruction has been tested by long experience. The qualifications gained here have proved a fortune to hundreds of young men. Many of our ablest and most successful merchants, bankers and business men, are among its graduates. Fathers who have been students, have sent their sons, merchants their clerks, and business men of all kinds their employees. Applications have been received, again and again, from the same firms, for students to fill vacant situations. The large number constantly in attendance, evince the continued esteem and confidence of the community.

Having the accumulated advantages, which the past twenty-eight years have given us, our attention and efforts are still devoted exclusively to this institution. We have repeatedly declined solicitations, to unite in a so-called chain of Colleges, believing that a connection with inferior institutions scattered in small towns, and having no bond of union, except an agreement to receive each others scholarships—for which in some places an extra price is charged,—is only calculated to mislead the unthinking and can afford no facilities not possessed by any well-conducted single institution. At the present time there is no such chain in existence that has a permanent and responsible head.

The same management which has conducted the college so successfully during the greater part of its existence, will be continued; and it will be our constant endeavor to increase its merits and its usefulness, and to make it worthy of a place at the head of commercial institutions.

All persons contemplating a business life, are cordially invited to call and examine our arrangements and methods of instruction.

CRITTENDEN'S

PHILADELPHIA COMMERCIAL COLLEGE.

LOCATION.— North-east corner of Twelfth and Chestnut Streets.

ACCOMMODATIONS.— The College occupies three stories, and has five large and commodious rooms, besides the office of the College. These are easy of access, well lighted and ventilated, conveniently arranged, and furnished with everything necessary for the acquisition of a complete business education.

CHARTER.— The Institution was established in September, 1844, and in June, 1855, was incorporated as a College. The names of its Board of Trustees appear on the third page of this pamphlet, and are in themselves a sufficient guarantee of its character.

OBJECT.— The object of the College is to prepare young men and adults for the duties of active business life.

METHOD OF INSTRUCTION.— In every department the student proceeds individually and independently. No classes are formed in which some are held back and others advanced too rapidly, but each one receives such attention and instruction as he needs, without reference to the wants of others.

All that is taught is practical, and is in accordance with the usages of the best accountants and business men. Principles are thoroughly inculcated, while, at the same time, the student is made practically familiar with the details and routine, the every-day transactions and customs of the Counting-House. Actual business operations, the different systems and styles of books in use, the forms of business papers, and style of business writing, the methods of calculation, and many other things essential for the man of business to know are fully illustrated. Several additions and improvements of a practical character have recently been made, which will much increase the value of the excellent system of instruction that has been received with so much commendation. The course of instruction is adapted to the wants of the student and comprehends all that is necessary to impart a full and accurate knowledge of the minutiæ of business life.

ADVANTAGES.— A few months of attentive study here seldom fail to impart what usually requires years of toil in the weary routine of counting-house apprenticeship, thus saving much time and labor that may be profitably employed for other purposes.

Many young men, on finishing their course with us, have, without previous experience, entered upon, and satisfactorily discharged, the duties of accountants in extensive houses, with confidence and skill. No similar institution has so large a number of its graduates employed at good salaries, or successfully conducting business for themselves.

THE PRINCIPAL AND TEACHERS.— The present Principal has been connected with the College for more than *sixteen* years, and during that time several thousands of students, of all ages from fifteen to fifty, have been under his care and instruction. He is assisted by a large and efficient corps of competent and attentive teachers, and will give, as heretofore, his personal attention to the advancement and interests of the students.

SITUATIONS FOR GRADUATES.— A large proportion of those who attend here come for the purpose of preparing themselves for conducting their own affairs, or to fill situations already in view. Some, however, avail themselves of the advantages of the institution as a means of procuring employment in business houses. In consequence of our extensive acquaintance among business men, the large number of our graduates who are now leading merchants in this and other cities, and the well-known character of the College for thorough and practical business training, numerous applications are received for book-keepers, assistants in counting-houses, etc. We are generally able to recommend some one who will fill the position with satisfaction to all concerned. It is believed that our facilities in this respect are superior to those of any similar institution; but we do not guarantee situations, as we wish to hold out no false inducements. Whenever we can promote the interests of our students, our assistance will always be cheerfully given.

TESTIMONIALS.— The reputation of the College has been so long established, and is so wide-spread, that we do not consider it necessary to offer lists of testimonials, or to parade the names of our graduates who have succeeded as business men. They may be found in banks, banking-houses, insurance, express and railroad offices, in manufacturing establishments, in mercantile houses of all kinds, and in all departments of business. Those who are familiar with the institution unite in declaring that the mode of instruction is better adapted to the purpose, and the training in useful, practical forms and methods for actual business, more thorough than that pursued in any other establishment of the kind in this country.

Course of Instruction.

BOOK-KEEPING.

Book-keeping is so useful, and so extensively required, that in all branches of business, and by people of all classes, some knowledge of it is considered indispensable. Said Dr. Johnson, "Let no man enter into a large business while he is ignorant of regulating accounts, never let him imagine that any degree of natural abilities will supply the deficiency, or preserve a multiplicity of affairs from inextricable confusion." A person without this knowledge is at the mercy of others, and not a few have found too late, that ignorance is more costly than instruction.

Though seldom studied as a profession to be followed through life, book-keeping as a means of livelihood, is more remunerative than many trades; from one to five thousand dollars a year being earned by skillful men. The demand for first-class book-keepers, is far in excess of those offering. The reason is that one fully competent, possesses so many qualifications that are invaluable to business men, that he is frequently called to other duties. His position, especially if he be a man of energy and enterprise, is often an excellent avenue to a partnership, or to the principalship of an establishment. Sleepy drones will grope anywhere; and those who have only a superficial or erroneous knowledge of accounts, can but expect to discredit themselves, and be a detriment to their employers.

Book-keeping does not consist as some seem to think, merely in a few forms of entries, and a few operations with books. It includes, when fully understood, all that pertains to business life. Books properly kept, are not only records for reference and proof, but are also charts for determining what future operations shall be carried on, and what is requisite for the safe and successful conduct of affairs. This is why a drilling in accounts is an excellent preparation for active duties, and why the book-keeper often occupies the most important position in an establishment.

It is sometimes asserted that every man has a system of his own. This is only partially so. The principles of accounts apply to all kinds of business; and the main features of the different styles of books, are well-established. These are all included in a few sharply-defined classes. It is only in some minor details, which are easily understood after the principles are fully mastered, that any novelty is possible. Skillful men adopt such styles as are best adapted to their particular kinds of business.

and which may be kept in the easiest and simplest manner. Our extensive acquaintance among business houses, and our long experience in examining and adjusting accounts, enable us to impart an adequate knowledge in the shortest possible time; and to present those forms which are most used, and which will best accomplish the purpose desired.

Among the branches of business which are represented in the course are the following:

WHOLESALE,	JOBBING,	COMMISSION,
RETAIL,	IMPORTING,	DOMESTIC SHIPPING,
PROFESSIONAL,	MANUFACTURING,	FOREIGN SHIPPING,
MECHANICAL,	FREIGHT AND TRANSPORT'N,	MINING,
REAL ESTATE,	COMPANY SPECULATING,	BANKING, &c., &c.

The different sets illustrate Stock, Partnership and Joint-Stock Company books; the methods of closing under prosperous, losing and insolvent conditions; the bases of partnership settlements; books with and without auxiliaries; books with and without the use of the journal; posting from all the books of original entry; labor-saving forms and methods; and many features which are peculiar to the different kinds of business in which they are used.

In this department instead of memorizing a set of arbitrary rules, or studying long dissertations upon the theory of book-keeping, the student is at once introduced to the practical discharge of the accountant's duties. He opens, writes out, and closes several sets of books under all the variety of circumstances that occur to the business man. Commencing with the most simple transactions and forms of entry, he gradually proceeds to those that are more difficult and com-licated. The different systems and styles of books in use are represented in the course, that the student may gain such varied and comprehensive knowledge, as will enable him to understand, and to take charge of any set of books adapted to any kind of business whatever.

An institution like this affords greater facilities for acquiring a full and adequate knowledge of accounts in a short time, than any counting-house, owing to the variety of transactions, forms of entries, and books used in illustrating the science and the methods of business dealings.

BUSINESS PRACTICE.

From the first, those practical exercises are performed which impart skill and readiness in real transactions. By the establishment of a Bank, and a series of Counting-Houses, every species of commercial paper is brought into use, and the various processes and details of exchange and internal communication are fully illustrated. The student becomes

familiar with all kinds of operations; buying and selling Merchandise, Stocks and Real Estate; Cash, Note and Credit transactions; Importations, Shipments, Insurances, Consignments; the intricacies of exchange and remittances to foreign countries, etc. He makes out Invoices, gives Receipts and Orders, draws and accepts Drafts and Bills of Exchange, conducts Mercantile Correspondence, writes out and remits Statements, Accounts-Current, Account-Sales, etc.; makes out Balance Sheets, and all the variety of papers used among business men. He opens his bank account, makes deposits, draws checks, leaves notes for collection, gets notes discounted, and in turn keeps the books of the Bank. The Bank issues its own beautifully engraved currency, and all the exercises are exact fac-similes of the transactions of actual business.

PENMANSHIP.

What some call good writing is not considered such in the Counting-House. A business man needs not only to write legibly, but to write easily, rapidly and well. Bad writing is no more a sign of genius, than a limping gait: dolts are as capable of writing poorly, as intellectual giants. Defective instruction in early life is the chief cause of the scrawling, cramped and awkward writing so often to be seen. Practice alone will not make a good writer, as hundreds will testify from experience. Want of knowledge, and bad habits confirmed, are serious obstacles to improvement. To write well, a person must have clear, correct and definite ideas of the forms and proportions of letters, and must also be familiar with those positions and movements which are necessary to execute them with precision, certainty and freedom. In drawing, a defective stroke may be improved by retouching; writing must be done at once and without alterations.

To become good writers, most persons require the aid of a competent teacher. With such assistance, more will be accomplished in a few lessons than can be done without it by long practice. Special attention is given to this branch, and the instruction is not surpassed. Each student receives close personal attention from teachers whose whole time is devoted exclusively to this department.

The form, space, proportion and combination of letters are fully explained, and the training in those movements, which are essential in in order to produce good writing, is thorough and efficient. The improvement of attentive students has been most marked and satisfactory.

A good hand-writing is indispensable in the Counting-House, and in any sphere of life is an advantage. It has frequently secured a lucrative situation for its possessor, while those who wrote poorly remained unemployed. Many a young man can attribute his first promotion in business to his writing a good hand.

COMMERCIAL CALCULATIONS.

The most rapid and improved methods in actual use among business men, including Rapid Addition, Multiplication, Balancing Accounts, Computing Interest, Calculations used in particular branches of business, Denominate Numbers, Commission, Storage, Insurance, Marine Average, Taxes, Averaging Accounts, Interest-Accounts, Foreign Exchange, Custom-House Business, Foreign Invoices, Profit and Loss, Price Lists, Partnership Settlements, Dividends and Investments, &c., &c.

BUSINESS FORMS AND CORRESPONDENCE.

A knowledge of the forms, nature and uses of business papers, and of the duties connected with them, is a very important part of a business education. The liabilities of parties to promissory notes, the effects of certain clauses, the nature of guarantees, the requisites of vouchers, and the numerous other points that must be considered, if loss and ruin are to be avoided, should be understood by every one engaged in business pursuits. Serious mistakes are frequently made, because many do not know those principles which affect commercial papers, and which every business man ought to know before commencing business. These points are explained and illustrated, and practically enforced.

LECTURES.

Lectures on Political Economy, Commercial Law, the Duties and Customs of Business Men, and other kindred topics similar to those heretofore delivered, which have met with marked favor, and like them *free* to all the *students* and *graduates* of the College, will still be delivered from time to time. Arrangements have been made by which Illustrated Lectures on Mercantile Paper, Business Transactions, Details of Business, &c., will be delivered in an unusually attractive and instructive form.

The Languages, Mathematics, Elocution, Phonography, Grammar, Composition, and other English branches are taught by first-class teachers.

LADIES' DEPARTMENT.

The same instruction is given, and the same facilities are afforded to Ladies as to Gentlemen pursuing the same branches.

TERMS.

FOR PENMANSHIP, 3 months, - - - - - - -	$10 00
" PENMANSHIP, 20 lessons, - - - - - - - -	5 00
" BOOK-KEEPING, including use of Books, Stationery, &c.,	25 00

General Information.

TIME OF COMMENCING STUDIES.

As there are no vacations, and as no teaching is done in classes, applicants may enter upon their course of study at any time, and devote such hours to it as may best suit their convenience.

EVENING SESSIONS.

The Evening Sessions continue from September 15 to April 15. Instruction is given at any time from 3 P. M. to 9 P. M., thus affording an excellent opportunity to those who are engaged only in the earlier part of the day, to become fitted for advanced positions. Many who have been eminently successful in business, acquired their qualifications during the hours of evening study.

QUALIFICATIONS FOR ENTERING.

A fair knowledge of the common English branches is all that is necessary. Special branches are taught when desired.

TIME REQUIRED FOR COMPLETION.

At this Institution no inducements are held out to students, in any department of study, that within a specified time, or set number of lessons, they shall become proficient. But with diligence and perseverance, suiting the time to the person, success is certain. The usual time required for the "Complete Commercial Course" varies from eight to twenty weeks, according to the ability of the student, and the number of hours daily devoted to it. As both the day and evening sessions are under the same management, students are not limited to either, but may attend both without extra charge. All students of Book-keeping, in any course, are allowed six months for completion. Should a longer time be considered necessary, a special arrangement for prolonging it should be made with the Principal before commencing.

Evening students, and those engaged in business, are not held to this rule. In cases of sickness, or necessary absence, the time will always be reasonably extended. Allowance is also made for temporary absence from the city during the summer. It is our desire that every student who has a laudable ambition to finish the course for which he entered should have an opportunity of doing so.

GRADUATION, DIPLOMA, Etc.

To those who finish the Course of Instruction, and pass the required examinations satisfactorily, a Diploma is awarded, with the corporate seal of the Institution attached. This will serve as a recommendation to any position they may be required to fill in the mercantile community, to whom this College is so well and favorably known.

BOARD, MONEY, Etc.

Assistance will be rendered to strangers, when requested, in procuring suitable boarding places. Good board may be obtained at $5 per week, and upwards.

Letters for students, if addressed to Crittenden's Commercial College, will be placed in our Post Office Box, and distributed twice a day.

Parents or Guardians at a distance from the city may deposit funds for the use of students with the Principal, who will receipt therefor, and supply them at such times and in such sums as may be designated.

RULES AND REGULATIONS.

1. All students are expected to observe order and neatness in the rooms of the College, and to avoid throwing ink upon, or otherwise defacing the furniture or fixtures.
2. No conversation, except strictly upon the business for which the students are assembled, is permitted during the hours of instruction.
3. No student is permitted to open the drawer or disturb the books, &c., of another; and none are expected to remain in the rooms, or about the doors of the College, when not engaged in the studies for which they entered.
4. As no teaching is done in classes, it is expected that each student will be entirely separate in his studies; and when information is desired, application must be made to the Principal, or one of the Professors, and *not to any other student.*
5. At the completion of the course, or the expiration of the allotted time, each student must remove his books and stationery, otherwise they will be forfeited and his drawer emptied.
6. No abatement is made to students who do not complete the course for which they entered.
7. Any violation of the foregoing regulations will subject the student so offending to immediate expulsion, at the discretion of the Principal.

Hours of Instruction.

Daily, Except on Saturday and Sabbath, as follows:

During the interval between April 15th and September 15th.

From 9 A. M. to 1 P. M., and from 3 P. M. to 7 P. M.

Between September 15th and April 15th.

From 9 A. M. to 1 P. M., and from 3 P. M. to 9 P. M.

☞ Students are not limited to set hours.

No Vacations occur, except between Christmas and New Year's day.

Terms,

INVARIABLY IN ADVANCE.

1. For the Complete Commercial Course, consisting of Book-keeping in all its branches, Writing, Commercial Calculations. Forms, Correspondence, Lectures and Business Practice,	$50 00
2. For the Counting-House Course, consisting of Book-keeping full course, except Banking; Writing, Commercial Calculations, Forms, Correspondence and Lectures, &c.	40 00
3. For Book-keeping, full course, except Banking or Commission Business,	35 00
4. For Book-keeping, except both Banking and Commission Business,	25 00
5. For Plain Penmanship, 3 months,	10 00
6. For Arithmetic, 3 months,	10 00
7. For both Arithmetic and Penmanship, 3 months,	15 00
8. For Instruction in Ornamental Penmanship and Flourishing, (according to the extent of the Course).	
9. For German or French, 3 months, in classes of Four,	15 00
Books and Stationery, extra, for the Course of Book-keeping,	10 00

No Additional Charges.

When two or more from the same place enter at the same time for the "Complete Commercial," or the "Counting-House Course," a deduction of $5 will be allowed each student.

THE CRITTENDEN COMMERCIAL ARITHMETIC
AND
BUSINESS MANUAL,

BY JOHN GROESBECK,

Principal of Crittenden's Philadelphia Commercial College

THIRTY-FIFTH THOUSAND.

Containing the most rapid and improved methods of Calculation in actual use among business men, many of them new and now published for the first time. Also, Forms of the different papers used in business, accompanied by Explanations of their nature and use, besides useful Commercial Tables, and much valuable Information on Business Subjects.

The value of such a book is inestimable. The knowledge contained in it is required every day in business life, and is of the most practical and authentic character.

Used by Bankers, Merchants and Business men generally. It has been adopted as a text-book in the High School and Grammar Schools of Philadelphia, and by Schools, Academies and Commercial Colleges throughout the country.

Handsomely bound in cloth, 12 mo., and well printed on good paper. Will be sent to any address, post paid, on receipt of the price, $1.50.

CRITTENDEN'S BOOK-KEEPING.

COUNTING-HOUSE EDITION.

Recently Revised and Enlarged, Containing a Set of Banking Books

BY JOHN GROESBECK.

This Work is now the most complete and practical of any on the subject. Its contents are in accordance with the best modern usages, and includes numerous Sets of Books adapted to the different departments of business; also a variety of Labor-saving Forms, Commercial Calculations, Tables of Money, &c.

It is well suited for purposes of instruction, and for use and reference in the Counting-Room. It is extensively used in all parts of the country, and is highly commended by leading merchants and business men.

PRICE $2.75. Will be sent by mail, postage paid, to any address on receipt of the price.

GROESBECK'S CALCULATING MACHINE.

A PRACTICAL BRAIN-SAVING INVENTION.

Will give instantaneous Additions or Subtractions, taking from One to Five columns of figures at a time, carrying or borrowing its own tens, hundreds, etc., without the least thought on the part of the operator.

PRICE $5. Beautifully silver plated, and convenient for use or carrying about. Address for either of the above,

S. H. CRITTENDEN & CO.,

1131 Chestnut Street, Philadelphia, Pa.

Ornamental Writing

OF ALL KINDS

Executed in the Finest Styles of the Art,

AT

Crittenden's Philadelphia Commercial College,

NORTH-EAST CORNER OF

TWELFTH AND CHESTNUT STREETS.

Visiting and Wedding Cards and Invitations

Written and Engraved in the Latest Styles.

DIPLOMAS, ASSOCIATION LISTS, TESTIMONIALS,
CONSTITUTIONS, RESOLUTIONS, PRESENTATIONS,
FIRE ROLLS, CERTIFICATES, FAMILY REGISTERS,
MARRIAGE CERTIFICATES, DEDICATIONS, COMMISSIONS, &c.,

ENGROSSED IN EVERY DESIGN AND STYLE,

From the Plainest Copy to the Most Elaborately Finished Piece.

Special attention will be paid to the Details of all Orders, and work will be executed with proper dispatch.

ORDERS BY MAIL PROMPTLY ATTENDED TO.

Students received for Instruction in Business Writing, or in any or all of the Ornamental Branches, at such hours as may best suit their convenience.

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